



**Date:** April 30, 2007

**To:** All School and Community College Facility Directors, Architects,  
Engineers and Inspectors

**From:** David F. Thorman, AIA, State Architect

**Subject:** Satellite Office at Riverside

In a continued effort to improve our services to our stakeholders, the Division of the State Architect (DSA) will be opening satellite offices in Bakersfield and Riverside.

As of today, the satellite office at Riverside will be providing services to our stakeholders in the Inland Empire. *In-person* services at this office will include intake and over-the-counter reviews, back checks, field reviews, and preliminary design meetings. Large projects received at the Riverside Satellite Office will be transferred by DSA to the San Diego Regional Office.

Since permanent staff for Riverside is not yet in place, DSA will have a supervisor and a team of technical staff providing services in Riverside on a scheduled appointment basis only. In order to make an appointment for service at the Riverside Satellite Office, a Request for an Appointment at Riverside Satellite Office (see attached form) should be submitted to the San Diego Regional Office. If the appointment is for a new project, the following should also be submitted:

1. An application (DSA-1)
2. Check for the DSA plan review fees
3. One set of plans

An electronic version of the form to use to make a Request for an Appointment at the Riverside Satellite Office will soon be available on DSA's website. All of the above materials should be submitted to:

Mr. Nathan Larson, Supervising Structural Engineer  
DSA San Diego Regional Office  
16680 W. Bernardo Drive  
San Diego, CA 92127

Nathan Larson can also be reached at [Nathan.Larson@dgs.ca.gov](mailto:Nathan.Larson@dgs.ca.gov) or (858) 674-5427.

San Diego Regional Office staff will contact individuals to confirm appointments at the Riverside Office.

For the next several months, no mail will be received at the Riverside Satellite Office.

If you have any question regarding service at Riverside Satellite Office or if you can assist in recruitment of permanent staff, please contact Mahendra Mehta at (916) 324-5900 or by email at [Mahendra.Mehta@dgs.ca.gov](mailto:Mahendra.Mehta@dgs.ca.gov).

The new Riverside Satellite Office is located at:

DSA Riverside Satellite Office  
1835 Chicago Avenue  
Riverside, CA 92507

Sincerely,

A handwritten signature in blue ink, appearing to read "David F. Thorman", with a long horizontal flourish extending to the right.

David F. Thorman, AIA  
State Architect

Attachment